

[Your Name]  
[Your Position]  
[Your Company]  
[Your Email]  
[Your Phone Number]  
[Date]

[Vendor's Name]  
[Vendor's Position]  
[Vendor's Company]  
[Vendor's Email]  
[Vendor's Phone Number]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to inquire about the possibility of extending the deadline for the current project we are collaborating on, originally scheduled to be completed by [Original Deadline Date].

Due to [brief reason for requesting the extension], we believe that additional time would be beneficial to ensure the highest quality of work and meet project objectives effectively.

We would appreciate your input on this matter and hope to discuss a feasible new deadline that accommodates both our teams. Please let us know if we can arrange a call or meeting to further discuss this request.

Thank you for considering our inquiry. We look forward to your prompt response.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]